
Advanced Support Staff Supervisors' Seminar
January 28 - February 1, 2002
Columbia, South Carolina

Agenda

Monday, January 28, 2002

8:30 - 9:00 A.m.	Welcoming/Administrative Remarks
9:00 - 10:00 A.m.	Leadership and Behavior Strategies
10:00 - 10:20 A.m.	Break
10:20 - 11:30 A.m.	Leadership and Behavior Strategies (Continued)
11:30 - 11:40 A.m.	Break
11:40 - 12:30 P.m.	Leadership and Behavior Strategies (Continued)
12:30 - 2:00 P.m.	Lunch
2:00 - 3:15 P.m.	Effecting Change
3:15 - 3:45 P.m.	Break
3:45 - 5:00 P.m.	Budget Issues for Supervisors
5:00 P.m.	Recess

Tuesday, January 29, 2002

8:30 - 9:45 A.m.	Maintaining the Team
9:45 - 10:05 A.m.	Break
10:05 - 12:00 P.m.	Active Listening
12:00 - 1:30 P.m.	Lunch
1:30 - 3:00 P.m.	Workshops: Choose One. 1) Administrivia 2) Working with Difficult Employees 3) Motivating Long-time Employees
3:00 - 3:30 P.m.	Break

3:30 - 5:00 P.m. Workshops: Choose One.

- 1) Motivating Long-time Employees
- 2) Technology Tips for Managers and Supervisors
- 3) EEO Issues for Supervisors

5:00 P.m. Recess

Wednesday, January 30, 2002

8:30 - 8:40 A.m. Morning Introduction

8:40 - 10:10 A.m. Workshops: Choose One.

- 1) Administrivia
- 2) Eeo Issues for Supervisors
- 3) Internet Research for Supervisors

10:10 - 10:30 A.m. Break

10:30 - 12:00 P.m. Performance Evaluations and Workplans

12:00 - 1:15 P.m. Lunch

1:15 - 3:00 P.m. Preventive Hiring

3:00 - 3:30 P.m. Break

3:30 - 5:15 P.m. Performance-based and Conduct-based Actions

5:15 P.m. Recess

Thursday, January 31, 2002

8:30 - 10:00 A.m. Standards of Conduct for Supervisors

10:00 - 10:30 A.m. Break

10:30 - 12:30 P.m. Developing Your Staff

12:30 - 1:30 P.m. Lunch

1:30 - 3:00 P.m. Workshops: Choose One.

- 1) Worklife Issues and Eap
- 2) Improving Your Delegating Skills
- 3) Internet Research for Supervisors

3:00 - 3:30 P.m. Break

3:30 - 5:00 P.m.	Workshops: Choose One. 1) Improving Your Delegating Skills 2) Technology Tips for Managers and Supervisors 3) Worklife Issues and Eap
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5:00 P.m.	Recess
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Friday, February 1, 2002

8:30 - 8:40 A.m.	Introduction to Workshops
8:40 - 10:00 A.m.	Decision-making Workshops
10:00 - 10:15 A.m.	Break
10:15 - 11:30 A.m.	Report of Decision-making Workshops
11:30 A.m.	Wrap-up; Evaluations; Adjournment